



Department of Financial Management

Financial Systems Analyst

\$30.41-39.302 per hour

The Department of Financial Management invites applications for the position of Financial Systems Analyst in the classification of Business Systems Specialist. The City of Long Beach is in the process of selecting a new system to replace our mainframe-based accounting, purchasing, capital asset, payroll and human resource systems. We anticipate beginning the implementation in 2016. The Financial Systems Analyst will be a crucial resource to support the existing financial systems and to assist in the transition to the new system.

Examples of Duties

- Researches and assists in the implementation and upgrade of computer software applications;
- Utilizes appropriate methodologies to develop the business requirements to support various work processes;
- Assists multiple departments in analyzing and defining processes, designing business process solutions, and preparing technical, business, and procedural documentation;
- Creates and implements testing plans and develops scripts to ensure the application/system will meet goals and objectives;
- Serves as a liaison between business staff and information technology staff/contractors to facilitate the mutual adaptation of business processes and automated solutions;
- Works with users to identify data query and reporting needs, defines appropriate report specifications, interprets reports, determines practical usefulness, and makes changes to reports as needed;
- Performs system administration, including establishing and maintaining system configuration, user security, business rules, and workflow processing;
- Assists with software transition planning and data migration;
- Supports the interface and integration of the City's various subsidiary systems into the City's accounting system;
- Acts as Financial Management's liaison to other departments for financial and technology-related business process solutions;
- Develops training curriculum, conducts training, and provides help desk support for over 500 system users.

Desired Qualifications

In addition to the minimum qualifications listed for the Business Systems Specialist job opportunity bulletin, the Department of Financial Management is seeking a candidate that has experience with:

- Financial system implementations and upgrades
- Project management
- Business analysis
- Process and requirement documentation
- Test script development and execution
- Application administration and support, including workflow development
- End user support
- Training curriculum development and execution

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Georgette Wittman at (562) 570-5486.



CITY OF LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT
BUSINESS SYSTEMS SPECIALIST III – WEB DESIGNER
(Business Information Services)
\$30.41 – \$39.302 per hour

THE POSITION

The Technology & Innovation (TI) Department has an immediate opening for a permanent, full-time classified Business Systems Specialist III position within the Business Information Systems Bureau in the Content and Collaboration area. This position will work directly with the City Webmaster and external and internal clients to help create new websites and to support web-based content. This position reports to the City Webmaster and will also assist with special projects.

EXAMPLES OF DUTIES

- Create new websites and web-based content;
- Create HTML emails, social media content, e-newsletters and printed materials;
- Assist with search engine optimization;
- Update website text, data, images and style sheets utilizing CMS (Ektron) for support;
- Provide design elements, comps, templates and finished solutions; and
- Perform other duties as assigned.

DESIRED QUALIFICATIONS

In addition to the minimum qualifications listed in the Business Systems Specialist job opportunity bulletin, the City of Long Beach is seeking a candidate that has the following qualifications:

- Knowledge of JavaScript and JQuery;
- Knowledge of website design (HTML/HTML5 and CSS);
- Knowledge of Adobe Creative Suite including Photoshop, Dreamweaver, Illustrator and InDesign;
- Knowledge of graphic design including websites, landing pages and banners;
- Keen sense of composition, typography, color theory, space, scale and layout for both web and print;
- Advanced knowledge of MS Office; and
- Ability to work collaboratively with others as well as independently with minimal supervision.

DEPARTMENT CONTACT INFORMATION

For more information regarding this exciting career opportunity, please contact Danielle Mitchell, Technology and Innovation Department at (562) 570-7079 or visit <http://www.longbeach.gov/ti>.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's Degree with emphasis in Marketing, Design, Coding or other related field and three or more years of experience.

DESIRABLE SKILLS AND KNOWLEDGE

- Knowledge of search engine optimization;
- Experience with social media (Facebook, Twitter and YouTube);
- Experience creating HTML emails and responsive HTML coding;
- Familiarity with web content management systems preferably including EpiServer;
- Excellent written and verbal communication skills; and
- Strong attention to detail.

This information is available in an alternate format by request to the Technology & Innovation Department at (562) 570-6982. If you are an individual with a disability that requires an accommodation to participate in any phase of the selection process, please submit the request when submitting your application or call (562) 570-6982.

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EMPLOYER, THE TECHNOLOGY &
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CITY OF LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT
BUSINESS SYSTEMS SPECIALIST VI-GIS PROJECT MANAGER
(Business Information Systems)
\$41.205 – \$53.343 per hour

THE POSITION

The Technology & Innovation (TI) Department has an immediate opening for a permanent, full-time classified Business Systems Specialist VI position within the Business Information Systems Bureau. The GIS Project Manager for the City of Long Beach is a critical position responsible for developing, operating and managing the City's Geographic Information Systems (GIS) and Cityworks Work Order Systems.

EXAMPLES OF DUTIES

- Supervises and manages development and maintenance of the City's SDE Enterprise geospatial information database ensuring the database and layers meet high standards for completeness, accuracy and utility;
- Performs difficult technical computer and mapping work involving the use of GIS;
- Provides technical guidance and consulting services to other city departments in a timely fashion;
- Oversees the development and maintenance of the City's GIS intranet and internet websites;
- Manages contracts, projects and the procurement of GIS hardware and software;
- Administers GIS based solutions integrated in city operations including interfaces to the Land Management & Revenue System, Police and Fire Tiburon CAD/RMS System, Essentials Code Compliance System, Customer Information System (CIS), GoLongBeach and Cityworks;
- Schedules assignments, monitors and reviews activities of technical staff;
- Selects, supervises and trains staff to ensure GIS requirements and standards are met and GIS products are accurate, complete and aesthetically compliant with customer requirements;
- Works with other Technology and Innovation staff to ensure internal and customer support needs are met;
- Trains other city department staff on the effective use of the GIS tools, reports and other related applications; and
- Performs other duties as assigned.

DEPARTMENT CONTACT INFORMATION

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DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's Degree with coursework in GIS, Geography, Computer Science or Engineering and three to five years of supervisory experience.

DESIRABLE QUALIFICATIONS

- Knowledge of principles of geo-processing and mapping, including cartography procedures;
- Knowledge of geodatabase practices and maintenance;
- Knowledge of computerized geographic information systems and techniques applicable to municipal mapping, using ESRI ArcGIS Family of Software; and
- Supervisory and leadership skills.

PREFERRED KNOWLEDGE

- Azteca Cityworks Software;
- Schneider Electric's ArcFM Solution Software;
- DNV GL Synergi Pipeline Inspection Manager Software;
- Tiburon Mapping Software;
- Infor Public Sector Hansen application; and
- Oracle and/or SQL Server databases.

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CITY OF LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT
BUSINESS SYSTEMS SPECIALIST III – Open Data
(Business Information Services)
\$30.41 – \$39.302 per hour

THE POSITION

The Technology & Innovation (TI) Department has an immediate opening for a permanent, full-time classified Business Systems Specialist III position within the Business Information Systems Bureau. Under the direct supervision of the Information Technology Officer, the Business Systems Specialist will work directly with internal and external clients on open data initiatives within the City.

EXAMPLES OF DUTIES

- Acts as back-up to database administration team and leads the ETL function;
- Works as the Open Data Lead to assist internal and external clients to identify data that will be shared with the public;
- Develops interfaces to acquire, manipulate and move data from primary or secondary data sources;
- Ensures data is in a usable format for the public;
- Analyzes and interprets data using statistical techniques;
- Provides ongoing reports to customers;
- Works closely with management and clients to prioritize business and information needs;
- Makes recommendations to end users about alternative solutions to gather and report data;
- Supports the development of upgrades and extensions to supported data standards;
- Locates and defines new process improvement opportunities;
- Develops, maintains, and/or updates system procedures and documentation;
- Provides timely, accurate and effective customer service; and
- Performs other duties as assigned.

DESIRED QUALIFICATIONS

- Strong analytical skills with the ability to collect, organize, analyze and disseminate large amounts of information;
- Proven working expertise as a data analyst;
- Knowledge of data structure and programming development; and
- Ability and passion for learning new technologies.

DEPARTMENT CONTACT INFORMATION

For more information regarding this exciting career opportunity, please contact Danielle Mitchell, Technology and Innovation Department at (562) 570-7079 or visit <http://www.longbeach.gov/ti>.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's Degree or equivalent plus two to three years of experience or two-year degree with coursework in computer science or related field and three to five years of experience.

DESIRABLE SKILLS AND KNOWLEDGE

- Ability to work collaboratively with TI staff, other City departments and outside entities;
- Ability to multi-task and manage competing priorities;
- Excellent organizational and time management skills;
- Ability to work independently with minimal supervision;
- Strong attention to detail;
- Excellent communication skills; and
- Advanced knowledge of Microsoft Excel, Word, and Access, as well as Adobe Acrobat Professional.

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CITY OF LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT
BUSINESS SYSTEMS SPECIALIST I – VI

Business Analyst

\$24.879 - \$53.343 per hour

THE POSITION

The Technology & Innovation (TI) Department has an immediate opening for a permanent, full-time classified Business Systems Specialist III position within the Business Information Systems Bureau. This position will support the development, implementation and maintenance of the City's business systems. This position provides IT support to end users throughout the city.

EXAMPLES OF DUTIES

- Performs basic systems analysis and design activities;
- Works directly with end users to plan, define and implement systems modifications;
- Interprets end user needs and requirements and modifies or designs programs or systems to meet those needs;
- Partners with management and clients to prioritize business and information needs;
- Makes recommendations to end users by considering various solutions to business needs;
- Serves as liaison between business staff and TI staff to facilitate the adaptation of business processes and automated solutions;
- Provides support for mobile applications and web interfaces;
- Develops training materials and delivers end-user training;
- Performs application administration and support activities;
- Develops, maintains and/or updates system procedures;
- Develops and documents business processes and requirements;
- Optimizes processes to reduce time and waste;
- Prepares test plans and test scripts;
- May act in a lead, supervisory or project manager capacity; and
- Performs other duties as assigned.

DESIRABLE REQUIREMENTS

- Strong analytical skills with the ability to collect, organize and analyze information;
- Experience with business process re-engineering, documenting workflows and developing specifications; and
- Desire to learn new technologies and software.

DEPARTMENT CONTACT INFORMATION

For more information regarding this exciting career opportunity, please contact Danielle Mitchell, Technology and Innovation Department at (562) 570-7079 or visit <http://www.longbeach.gov/ti>.

DESIRABLE EDUCATION

Bachelor's Degree with emphasis in computer science, public administration, business or marketing or a related field preferred and at least two years of experience.

DESIRABLE SKILLS

- Ability to multi-task and manage competing priorities;
- Excellent organizational and time management skills;
- Ability to work independently with minimal supervision;
- Strong attention to detail;
- Ability to work collaboratively with TI staff and other City departments;
- Enjoys developing creative solutions to improve processes;
- Experienced Visio user;
- Knowledge of Python and Ruby on Rails software tools;
- Ability to provide timely, accurate and effective customer service; and
- Strong interpersonal and customer service skills.

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